



STATE OF HAWAII  
**REAL ESTATE BRANCH**  
PROFESSIONAL & VOCATIONAL LICENSING DIVISION  
DEPARTMENT OF **COMMERCE AND CONSUMER AFFAIRS**  
250 SOUTH KING STREET ROOM 702  
HONOLULU, HAWAII 96813

April 24, 1997

TO: All Contact Persons, Developers and Managing Agents  
of Associations of Apartment Owners

FROM: Real Estate Commission

RE: 1997-I 999 Biennial Condominium Association Registration

**This is your association's registration application and instructions for the 1997-I 999 Biennial Condominium Association Registration.** Each condominium project having six (6) or more apartments is required to register for the two (2) year registration period beginning June 30, 1997 and ending June 30, 1999. The completed registration application, responsibility form, certification statement of insurance and payment of registration fees are due to the Commission by **FRIDAY, MAY 30, 1997**. The purpose of requesting this information is to provide resource information to the Legislature, to gather data for condominium education programs and to maintain a source of material information about condominiums for the public.

To avoid penalties, return your completed registration application form and payment early. **Registration is now \$50 plus \$4 per unit for the two year period.** Penalties are now fifty dollars (\$50) per late registration, and 10% of the education fund fee amount due. New features of this registration include:

**Simplified Insurance Procedure:** Forward the "1997-99 Certification Statement of Insurance for Association of Apartment Owners" to your authorized insurance representative for his or her original signature. Have your insurance representative review the fidelity bond requirements on the reverse, complete the form with an original signature or stamp of the authorized insurance representative and return it to you for filing with your registration application. Faxed signatures are not accepted.

**New Questions:** Read and complete the forms carefully. There have been revisions to this form since the last registration. There are new questions added to Item 13, replacement reserves has additional questions. Questions 14 and 18 have been simplified. Questions 4 and 7 require the names, addresses and phone numbers of the officers of the association and the names and positions of persons handling funds. A response may be provided on the last page of the application in the space provided.

**REMINDER:** It is your continuing obligation and responsibility to submit changes to the information submitted to the Commission, including cancellation of fidelity bond coverage.

If you need assistance with this registration application, please call 586-2644 and ask for a condominium registration clerk.

97ao-reg.ltr